

SUBJECT: BTEC Quick Hit - Reducing Field Reporting Requirements

NEW MATERIAL: The Agency's Reports Elimination Working Group, sponsored by the Business Transformation Executive Committee (BTEC), recently completed a review of field and USAID/W recommendations for eliminating, simplifying, or reducing the frequency of reporting requirements. This Notice details the Group's findings.

EFFECTIVE DATE: 07/26/2002

POLICY

**USAID/General Notice
AA/M
07/26/2002**

Subject: BTEC Quick Hit - Reducing Field Reporting Requirements

The Agency's Reports Elimination Working Group, sponsored by the Business Transformation Executive Committee (BTEC), recently completed a review of field and USAID/W recommendations for eliminating, simplifying, or reducing the frequency of reporting requirements. The Group found that

- Many USAID reports are driven by legal and other requirements for reporting to the Congress, OMB, and other agencies (53 separate reports to Congress alone in FY 02);
- Many offices have continuously "scrubbed" the list of reports they require from the field to reduce reporting requirements; and
- Some field offices submit reports that have already been eliminated or simplified.

The Working Group found that it could reduce some reporting. Richard C. Nygard, DAA/M, the Group's executive sponsor, reported the following to the BTEC on June 12, 2002:

- USAID's Prompt Pay Reports were eliminated in 2000. (See ADS 630.3.4.15, "Are Agencies Required To Report Prompt Pay Statistics to Treasury?") Prompt Pay Reports do not need to be submitted.
- The Housing Profile Report needs to be submitted after the initial submission only when significant changes have occurred at post. (See ADS 535.3.1.c, Real Property Management Overseas, and 6 FAM 723 and 6 FAM 727.)

- Pages 2 and 3 of the Mission Acquisition and Assistance Request Document (MAARD) don't have to be prepared by a Mission when the Mission executes the procurement at post. (See Agency Policy Notice of July 12, 2002, subject: Updated Guidance for Modified Acquisition & Assistance Request Document (MAARD) Usage.)
- ProDoc Data Transmission has been changed from monthly to quarterly. (See the new Office of Procurement Solutions Center website at <http://inside.usaid.gov/M/OP/SolutionsCenter/>.)
- Reviews of accruals and Section 1311 Reviews of Unliquidated Obligations can be combined, and annual certification requirements will be simplified. This will be clarified in modifications to ADS 621 during the 4th Quarter 2002 as part of the BTEC Deobligation/Reobligation Quick Hit project.
- The annual separate data call from M/FM for the "Cost of the Controller Function" has been discontinued. Missions must still prepare the data and submit it as part of the Annual Report submission to the Bureau for Policy and Program Coordination (PPC). USAID/W will prepare the Cost of Controller Function report to OMB based on the Annual Report data. (For more information, see instructions for preparing and submitting the Annual Report.)
- Recommendations for simplifying the Federal Managers Financial Integrity Act (FMFIA) review process will be given to the Management Control Review Committee (MCRC) at its next meeting.

The team's findings are symbolic of the BTEC's interest in reducing the USAID reporting burden. At the BTEC's request, members of the Group will explore opportunities for improving USAID's reporting posture with the Congress and, in that process, look for other ways to reduce the reporting burden on USAID staff.

If you have any questions or recommendations, please contact Margaret Alter Miller, AA/M, Team Leader, Reports Elimination Project, (202) 712-1054 or mamiller@usaid.gov.

Point of Contact: Any questions concerning this Notice may be directed to Margaret Alter Miller, AA/M, (202)712-1054.

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